PeopleSoft
Adding a Concurrent Job between the University System and State of ND HR/Payroll/Benefits

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This checklist highlights the Menu Items, Components, and Pages necessary for basic initial processing. The checklists focus on the most common general situations.

Add Concurrent Job is used when the employee you are hiring is already employed by your agency, another agency, or the university system and will be active in two or more positions on the Peoplesoft payroll system.

This Checklist should be used when your new employee is already employed by the University System and will be active in two or more positions on Peoplesoft.

HR/Payroll Checklist for hiring an employee that is employed with the University System

Once you have verified that the employee will be active in another position with the University System on Peoplesoft you will need to add a concurrent job.

Add Concurrent Job:

HR: (Navigation: Administer Workforce> Administer Workforce (GBL)> Use> Add Concurrent Job)

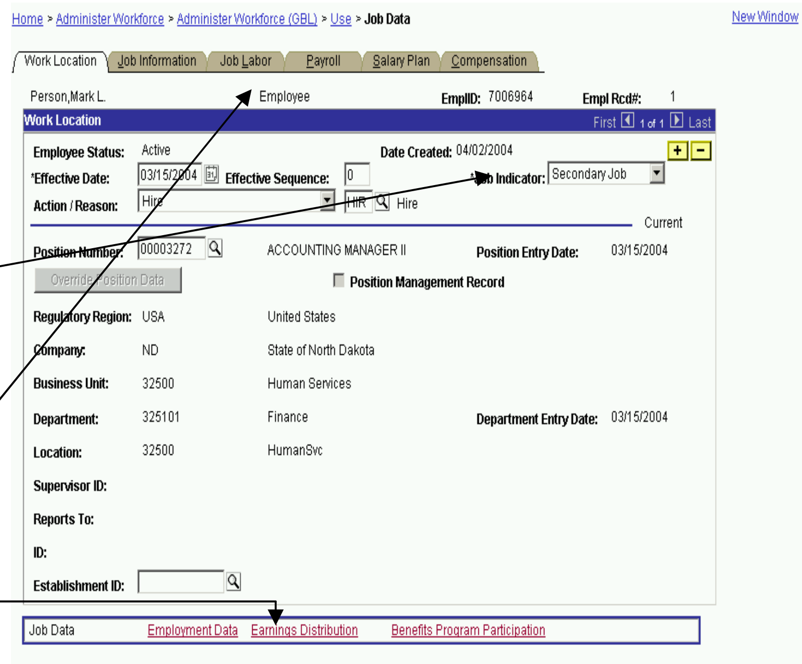
- Enter the employee's EmplID
- Empl Rcd Nbr
  (The system will assign this when you tab out of the EmplID)

- Click on the Add Button

Add Concurrent Job (work location tab):

- Change the effective date to the hire date
- Effective sequence of 0
- Action of Hire
- Reason of HIR
- Job Indicator will default to Secondary Job and you **change this to Primary Job**

- Verify the information on
  - o Work Location
  - o Job Information
  - o Payroll
  - o Salary Plan
  - o Compensation
  - o Earnings Distribution



Make any necessary changes.

All employees need to have a Primary Job for each Company on Peoplesoft. An employee will have a primary job with the University System and a primary job with the State of North Dakota.

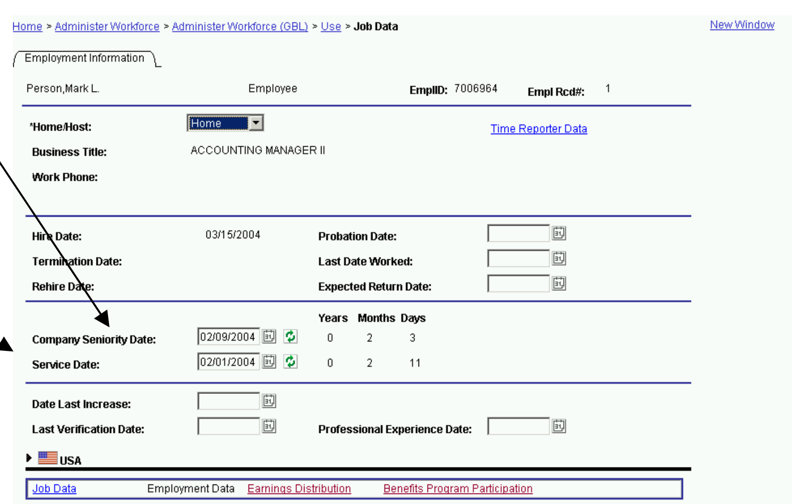
The paygroup for this employee will be either PG1 for a salaried employee or PG2 for an hourly employee.

The Benefit Record Number on the Benefit Program Participation page will default to match the Empl Rcd number and should be left as that.

After you have saved this data return to Administer Workforce> Administer Workforce (GBL)> Use>. Then go to Job Data and click on the Employment Data Page.

The Company Seniority Date:
This will default to the hire date of this position.

The Service Date:
This will default to the hire date and you should change it to the first of the month of the hire.



The other HR page that should be completed for this employee is the Workers' Compensation page.

The rest of the HR pages (Personal Data, Emergency Contact, and Driver's License Data) should not be changed since this information should be maintained by the campus that employs Empl Rcd 0. The Payroll page for Direct Deposit should not be changed either since the campus that employs Empl Rcd 0 also maintains this record. It is very important to inform the employee that his direct deposit information must remain the same for both positions.

The other Payroll pages (Employee Tax Distribution, Employee Tax Data, and General Deduction Data) should be completed for this Empl Rcd since these screens are company specific and the employee will have a set of these records for each company. Benefits and deductions are taken on the primary job of each company for whichever benefits and deductions the employee is eligible for.

Commitment Accounting: **(**Navigation: Home>Define Business Rules>Define Commit Accounting (US)>Setup>Department Budget Table)

Department Budget Table (All employees must have a department budget table. If this employee is filling a previously existing regular position, the table may already be set up, but ensure the established account code(s) is correct for that employee.**)**

Benefits:

1. Verify schedule and program Assignment (Compensate Employees>Administer Automated Benefits>Use>Event Status Update or Processing Controls Update)

2. Prepare Options (Compensate Employees>Administer Automated Benefits>Process> Run Control)

3. Produce enrollment form(s) (Compensate Employees>Administer Automated Benefits>Report>Enrollment Statement)

4. Elect Options (Compensate Employees>Administer Automated Benefits>Use>Election Entry)

5. Finalize/enroll (Compensate Employees>Administer Automated Benefits>Process>Run Control)

6. Verify Finalized Event (Compensate Employees>Administer Automated Benefits>Use>Event Status Update or Processing Controls Update)

7. Validate enrollment either in Base Benefits (Compensate Employees>Administer Base Benefits>use>health plans, life, leave plans, etc.) **or by viewing in the Benefits Summary (Pay Dedns)** (Navigation: Home > Compensate Employees > Administer Base Benefits > Inquire>Benefit Summary (Pay Dedns)